



NETHER STOWEY PARISH COUNCIL

FREEDOM OF INFORMATION ACT 2000 GUIDE TO INFORMATION

Information available from Nether Stowey Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Notice board Website Hard copy (contact Clerk)	Free Free See p6
Who's who on the Council and its Committees	Notice board Website Hard copy (contact Clerk)	Free Free See p6
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Notice board Website Hard copy (contact Clerk)	Free Free See p6
Location of main Council office and accessibility details	Notice board Website Hard copy (contact Clerk)	Free Free See p6
Staffing structure	Website Hard copy (contact Clerk)	Free Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website Hard copy (contact Clerk)	Free See p6 (some free)

Information to be published	How the information can be obtained	Cost
Annual return form and report by auditor	Notice board Website Hard copy (contact Clerk)	Free Free See p6
Finalised budget	Website Hard copy (contact Clerk)	Free See p6
Precept	Website Hard copy (contact Clerk)	Free See p6
Borrowing Approval letter (not applicable)		
Financial Standing Orders and Regulations Grants given and received List of current contracts awarded and value of contract Members' allowances and expenses	Notice board Website Hard copy (contact Clerk)	Free Free See p6
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Notice board Website Hard copy (contact Clerk)	Free Free See p6
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy (contact Clerk)	Free See p6
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Notice board Website Hard copy (contact Clerk)	Free Free Free
Agendas of meetings (as above)	Notice board Website Hard copy (contact Clerk)	Free Free Free

Information to be published	How the information can be obtained	Cost
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Notice board Website Library Hard copy (contact Clerk)	Free Free Free to view See p6
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy (contact Clerk)	Free See p6
Responses to consultation papers	Website Hard copy (contact Clerk)	Free See p6
Responses to planning applications	Website Sedgemoor website Hard copy (contact Clerk)	Free See p6
Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard copy (contact Clerk)	Free See p6
Policies and procedures for the provision of services and about the employment of staff: Employee Employment contracts Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies)	Where information can be provided: Website Hard copy (contact Clerk)	Free See p6

Information to be published	How the information can be obtained	Cost
Policies and procedures for handling requests for information/GDPR Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy (contact Clerk)	Free See p6
Information security policy	Website	Free
Records management policies (records retention, destruction and archive)	Website Hard copy (contact Clerk)	Free See p6
Data protection policies	Website Hard copy (contact Clerk)	Free See p6
Schedule of charges (for the publication of information)	see page 6	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Available by inspection if held	
Assets Register	Available by inspection – contact Clerk	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Contact Clerk	
Register of members' interests	NSPC Website or SDC website	
Register of gifts and hospitality	Available by inspection – contact Clerk	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Website Hard copy (contact Clerk)	Free See p6
Allotments –	<i>contact the Chairman of the Allotments Association</i>	

Information to be published	How the information can be obtained	Cost
St Mary Street Cemetery only. For the Churchyard please contact the Church	Website Hard copy (contact Clerk) Some information available for inspection only	Free See p6
Community centres and village halls	<i>Contact the Village Hall Committee or Church Centre</i>	
Parks, playing fields and recreational facilities	NS Recreation Ground Other	<i>Contact the Recreational Ground Committee contact Sedgemoor District Council</i>
Seating, litter bins, clocks, memorials and lighting	Website Hard copy (contact Clerk)	Free See p6
Bus shelters	Hard copy (contact Clerk)	See p6
Markets (May Fair only)	Website Hard copy (contact Clerk)	Free See p6
Public conveniences	Website Hard copy (contact Clerk)	Free See p6
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy (contact Clerk)	Free See p6
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

CONTACT DETAILS:

Nether Stowey Parish Council
 2A Castle Street, Nether Stowey, Somerset TA5 1LN
 Tel: 01278 733779
 e-mail: clerk@netherstowey-pc.gov.uk

See next page

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 1p per sheet (A4 black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority